# Adult Education Directors' Consortium December 10, 2008 9:00 a.m. – 4:00 p.m. USOE room 241

Attending: Donica Bigelow, Marty Kelly, Kellie Tyrrell, Becky Peters, Jeff Galli, Shauna South, Sandra Grant, Steve Schofield, Wayne Mifflin, James Andersen, Brian Olmstead, Sue Myers, Anita Craven

#### Welcome:

Thank you for joining us today. Steve is joining us via Wimba. We have three topics today, audit outcomes, funding formula, and if time permits new federal competition guidelines.

# **Audit discussion:**

- Overall issue with the audit was that documentation was not kept by programs. Documentation must be kept. Programs need to document credits and contact hours they issue.
- We did not use these audit outcomes in determining program sanctions due to the variance in what auditors required and what they looked at—was not consistent.
- We can't control who we have as auditors and the experience they have with auditing adult education programs.
- USOE staff offered to talk with commonly used auditors and go through the auditor documents so they know what is required.
- Program audits established benchmarks of what programs need to maintain.
- Brian's issue—UTopia dictates what we do. Programs are not able to enter data when they want and does not allow for human error.
- UTopia wants the information kept up to date all year long. Setting a class and test dates cannot be manipulated. Verified GEDs cannot be changed.
- USOE staff will consider the possibility of allowing requests to have the Webmaster fix problems. Correction will depend on the problem. Should we allow a short amount of time to adjust classes or make changes? A window could be implemented. How long of a window? A month is too long. USOE staff will look at this issue further.
- Districts are reporting issues with business administrators regarding fees and tuitions that arise due to year end close dates versus when reports are due.
- Award letter needs to state deadlines. Old letters do not. New letters do.
- The Fees and Tuition report due date will be changed to October 1.

# **State Budget Cuts Discussion:**

• The State is asking education to prepare scenarios for 3, 5, 7, 15% budget cuts. This is very up in the air, but we need to be prepared. There is no indication of which scenario will be implemented, but we do know something will be cut.

#### **Funding Formula Discussion:**

- The relaxed POM is close to what will be funded next year. Percentages are accurate for funding. The allocation amount will not be determined until the conclusion of the legislative session.
- For program year 09-10, programs will still be funded for both a GED and a diploma outcome base on entered 07-08 data.

- The data from program year 08-09 will fund program year 10-11 and will fund only the first achieved outcome of either a GED or a diploma.
- Do programs that generate few funds, serve few people, and have little or no recruitment need to be assessed for possible closesure?
- Supplemental funds may go to programs that are negative 10%. Supplemental may be pulled to cover budget cuts. No way to know.
- Possible audits statewide in regards to accuracy of GED outcomes.
- Look at guidelines for supplemental funds for next year.
- Consensus: Use un-relaxed POM data for funding.

# **New Funding Formula Discussion:**

- If consortium/directors say that the funding formula needs to be adjusted, our office will go back to the Board to revise the formula after the current issues have been settled. We have to wait for the Dec. 16 Board meeting.
- Reward ABE/ESL programs by increasing the percentages for level gains and possibly contact hours. These populations do not typically earn a diploma or GED.
- Brian's comment of taking out the funding for GED/Diploma and funding for the effort to get to those was well received. Marty received emails stating it is a good idea.
- Formula should be looked at philosophically.
- Needs to be sent to directors-possibly through consortium members
- Suggested percentages
  - o Enrollees 25%
  - Contact hrs. 20%
  - o Diploma/GED 15%
  - o Credits 9%
  - o Level gains 20%
  - o Base 7.5%
  - o Supplemental 3.5%

	Enrollee	Contact Hrs	Diploma	GED	Credits	Level Gains	Base	Supplemental
Current	25%	16%	15%	12.5%	7.5%	15%	7%	2%
Audit	25%	16%	27.5%		7.5%	15%	7%	2%
Suggested	25%	20%	15%		9%	20%	7.5%	3.5%

- List reasons as to why increases were made to contact hours, credits, level gains, base and the supplemental so the directors can see our process.
- It was suggested to fund the Diploma/GED outcome at the highest of the two and use the 12.5% to increase other areas to allow ABE and ESOL programs to generate more funding. Current formula focuses on a GED or diploma and those programs do not have that outcome.
- A concern was voiced and discussed about sending out the formula suggestions before holidays.
- It was suggested that perhaps consortiums need to meet face to face to discuss the formula.
- Consortium members are to take the suggested changes back to their field for discussion.
- Consortium members would like consistent wording from the USOE office.

- A directors' meeting will be scheduled in January to vote on the formula. This meeting will be held at the Grant Building in Nebo School District (Springville).
- It was suggested that at the January meeting the un-relaxed POM should be shared as this is the report that will be used for funding purposes. Dollar amounts will not be given as the allocation is not available.

# **Other Discussions:**

• Sixteen year olds and the GED. Superintendents were encouraged to write down comments and send to Associate Superintendent Brenda Hales and to go back and talk to their districts. USOE adult education is waiting for that feedback.

# News from the field

- Remember to get documentation regarding proof of residency. Since this is new it is hard to remember.
- Murray emailed GED Testing Services about the five credit issue. He said we would continue until
  we hear from them. USOE has signed a contract stating that we would not issue Carnegie units of
  credit for a diploma and we have been out of compliance.